



Terms and Conditions for Alumni Events

- Pre-booking is essential for all alumni events, unless otherwise indicated. Demand for places is often high and early booking is advised to avoid disappointment.
- All events are subject to change including details such as advertised dates, speakers, locations and ticket prices. Please ensure that you provide a mobile number (where possible) when registering for events so that we can ensure you are informed immediately of any last-minute changes.
- Alumni events are run on a not-for-profit basis and any booking fees charged are to cover costs such as room hire, catering, staffing and speaker expenses.
- Development and Alumni Relations reserves the right to cancel an event due to low enrolment or other circumstances which would make the event non-viable.
- If Development and Alumni Relations cancels an event, guests will be offered a full refund (where applicable). However any expenses (including travel) incurred due to the cancellation of an event will not be refunded.
- Should circumstances arise that result in the postponement of an event, guests will have the option to either receive a full refund or transfer registration to the same event at the new, future date.
- You may cancel your event booking up to seven days prior to the event. You will receive a full refund of the price paid for the booking minus an administration fee (£2 for bookings totalling up to £49, £4 for £50-£99, £7 for £100-£199 and £10 for £200 and over).
- Unfortunately, we are unable to provide a refund if you cancel your event booking with less than seven days notice.
- Refunds will be made using the payment method originally used and processed within five working days.
- All refund requests must be made by the person who made the original booking or the credit/debit card holder.
- Refunds will not be given for guests who do not turn up to an event on the day.
- Cancellations will be accepted via phone or e-mail. However, refund requests must be received in writing (either email or post). Please contact [Development and Alumni Relations](#) if you wish to enquire about a refund.
- Regrettably, Development and Alumni Relations cannot refund guests on occasions when bad weather prevents or discourages travel.
- We may take photos at this event for use on our social media and website. If you do not wish to be photographed please make yourself known to a member of staff at the event reception.

The above policies apply to all Development and Alumni Relations events unless otherwise noted in the corresponding event materials. Please read all individual event information thoroughly.